UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE	11-15	2/6/15

ACTIVATION OF THE PUBLIC HEALTH INFORMATION SYSTEM HELP BUTTON

NOTE: DO NOT IMPLEMENT THIS NOTICE UNTIL FEBRUARY 9, 2015.

I. PURPOSE

This notice informs inspection program personnel (IPP) with access to the Consumer Safety Inspector (CSI) role in the Public Health Information System (PHIS) of the activation of the PHIS Help button and the availability of online help for IPP. This tool assists IPP in understanding and using PHIS.

## II. HELP BUTTON FUNCTIONALITY AND USE

NOTE: The PHIS Help button is only functional when the user is in the CSI role.

A. The PHIS Help button serves as a tutorial offering written instructions, interactive simulations, and virtual demonstrations to assist IPP in learning how to use the web-based application (PHIS). The information available through the PHIS Help button is intended to supplement, not replace, existing instructions found in FSIS directives, notices, and other documents (e.g., PHIS Quick Reference Guide). IPP should continue to refer to applicable directives and notices for instructions on how to perform inspection duties. PHIS reference materials are available on the PHIS Resources and Training page of *InsideFSIS*: PHIS Resources and Training.

B. IPP are to click on the PHIS Help button on any PHIS screen to get guidance on the following topics: How to Use Help, Establishment Profile, Coverage Assignment, Task Calendar, Inspection Verification, Sampling, Animal Disposition, and Reports.

C. As an example, for help finding "routine tasks," IPP are to follow these steps:

1. Click on the "Help" button at the upper right of the screen;
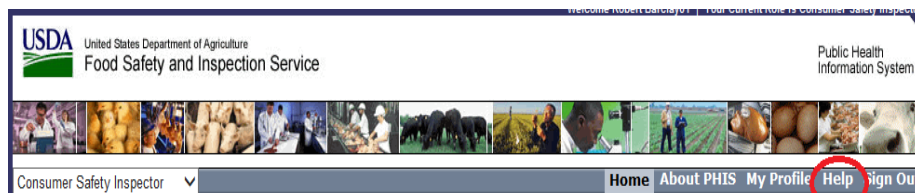
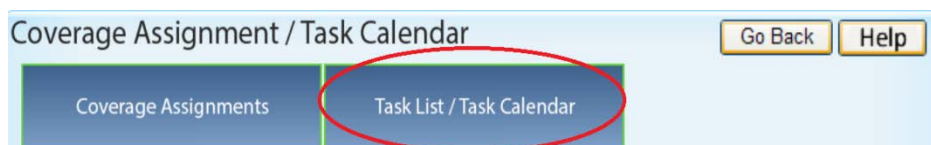2. Select "Coverage Assignment/Task Calendar" from the PHIS Home Help menu;

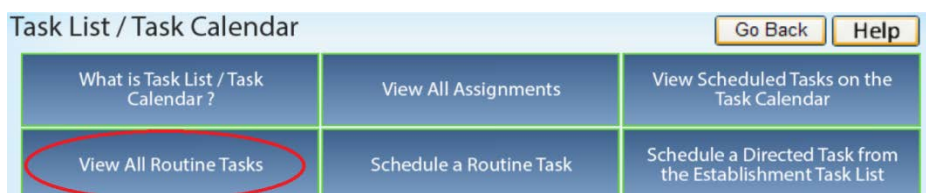| DISTRIBUTION: Electronic	NOTICE EXPIRES: 2/1/16	OPI: OPPD

3. Select "Task list/Task Calendar" from the Coverage Assignment/Task Calendar menu;

4. Click on "View All Routine Tasks" from the Task List/Task Calendar menu;

5. The next screen is the Help for View All Routine Tasks. There are three options to select from:

    a. "Written Help" – A list of steps to perform the selected PHIS task;

    b. "Try It" – This allows IPP to practice performing the steps; or

    c. "Watch It" – Click on this link to watch a video simulation of the selected PHIS task.
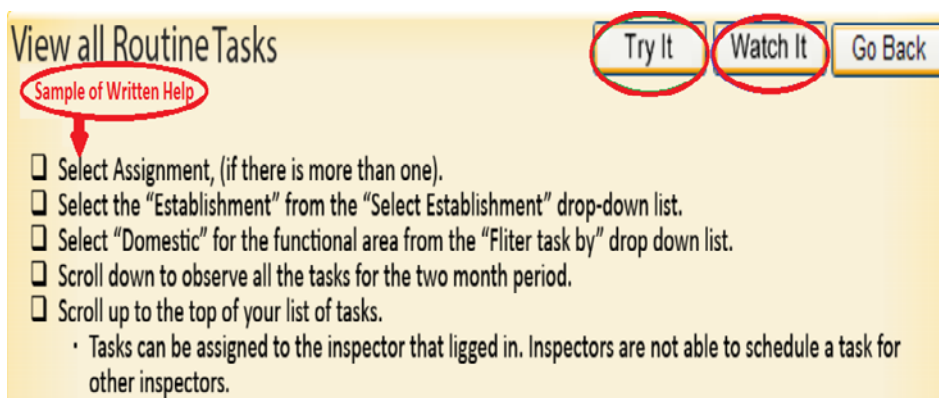
D. The PHIS Help button contents will be updated with each new PHIS release. Users can provide feedback about Help by emailing Helpbuttonfeedback@fsis.usda.gov.

III. QUESTIONS

Refer questions regarding this notice to the Policy Development Staff (PDS) through askFSIS or by telephone at 1-800-233-3935. When submitting a question, use the Submit a Question tab, and enter the following information in the fields provided:

Subject Field: Enter **Notice 11-15**
Question Field: Enter your question with as much detail as possible.
Product Field: Select **General Inspection Policy** from the drop-down menu.
Category Field: Select **Public Health Information System (PHIS)** from the drop-down menu.
Policy Arena: Select **Domestic (U.S.) Only** from the drop-down menu.

When all fields are complete, press **Continue** and at the next screen press **Finish Submitting Question.**

NOTE: Refer to FSIS Directive 5620.1, *Using askFSIS*, for additional information on submitting questions.

Assistant Administrator
Office of Policy and Program Development